## Health / Safety

What licensing requires:

### Health

- •All immunizations are up to date.
- •Ill children are cared for separately.
- •Parents are notified of communicable diseases on the day of exposure.
- •Parents complete an annual health assessment for each child.
- •Sleeping equipment for each child is clean and spaced at least two feet apart during napping.
- •There is a separate sheet and blanket for each child.
- •Hazardous and toxic materials are kept out of the reach of children.

## Safety

## **Indoor Play Area:**

- •Equipment is surrounded by cushioning.
- •Equipment does not exceed 5 ½ feet in height for older children or 3 feet for infants and toddlers.

## **Outdoor Play Areas:**

- •The area is safe and has accessible drinking water and shade.
- •Cushioning under equipment is 9 inches deep and extends six feet from the edge of the equipment.

#### Field Trips:

- •Parents are informed of all field trips in advance.
- •Emergency information and First Aid kits are taken on trips.

### **Infant Care**:

- •Infant areas have equipment designed for them that is safe and clean.
- •Infants and toddlers are cared for in a separate indoor area from older children and do not use outdoor play areas at the same time as older children.
- •Diapers are checked as needed, but the interval between checks shall not exceed 3 hours.
- •Infant toys are washed daily.
- •Each diapering station has a rail to prevent falls and is sanitized after each diaper change.
- •Care givers working with infants receive additional training SIDS, Shaken Baby Syndrome, Brain Development.

What parents should do:

- •Make sure that center care givers have emergency contact numbers for health care concerns.
- •Update your child's health assessment at least annually, include allergies and other medical conditions.
- •Ensure that your child does not exhibit any signs or symptoms of illness prior to dropping off your child at the center.
- •Observe the outdoor and indoor play areas to ensure your child's choice of activities are available.
- •Discuss your child's activity preferences with the care givers.
- •Discuss playground safety with your child.
- •Observe the diapering area to ensure staff have equipment which meets your child's needs.
- •Ensure diapers, formula and bottles are provided to the care givers.
- •Ensure infants are placed on their backs to sleep.

# **Inspections:**

What licensing requires:

- •Unannounced annual inspections of specific health and safety requirements by the state at least annually.
- •Unannounced inspections by state as needed for complaints.
- •Center notifies all parents when license status is changed to conditional or revoked.
- What parents should do:
  •Determine the need to
  perform initial parent
  inspection prior to
  enrollment.
- •Determine need to perform scheduled and unannounced parent visits after enrollment.
- •Determine if center's policy on notifying all families of health and safety problems meets the family's needs.

## **Policies**

What licensing requires:

- •Policies and procedures on the following:
- •Care giver training and education
- •Sick Child Exclusion policy
- •Supervision and protection of children
- •Releasing children to authorized individuals.
- Medication administration
- Discipline of children
- Transportation
- •Emergency and disaster plans
- •Use & presence of tobacco, alcohol, firearms, etc.
- Hand washing
- •Food service
- •Children's records include:
- Annual health assessment
- Immunization record
- •Transportation releases
- Admission agreement
- Medication release forms
- •Injury and accident reports

What parents should do:
•Review center policies
and see if they meet the
needs of their children.

- •Work with center to ensure that the child's records and contact information are kept current.
- •Understand conditions which require a child to be dis-enrolled from the center (behavior, sick child, etc.).

# Child Supervision/Staff Ratios

What licensing requires:

•Caregiver to Child Ratios:

Ages	Ratio	Max Group
<u>Size</u>		_
0 -12 mos	1:4	8
13 -24 mos	1:4	8
2 year old	1:7	14
3 year old	1:12	24
4 year old	1:15	30
5 + years old	d 1:20	35
•At least 2 s	staff are	e present when

•At least 2 staff are present when there are more than 6 children or more than 2 infants.

•Mixed Age Group Ratios:

Ages	Ratio	Max Group
<u>Size</u>		
1 & 2 years	1:5	10
2 & 3 years	1:9	18
3 & 4 years	1:14	25
4 & 5 years	1:18	25
1,2 & 3 year	rs 1:7	14
2,3 & 4 year	rs 1:11	22
3,4 & older	1:16	5 25
1,2,3 & olde	er 1:9	18
2,3,4 & olde	er 1:13	3 25
●Infants car	be miz	xed with olde

•Infants can be mixed with older children only when 8 or fewer children are present in the center.

Determine if these supervision ratios meet your child's needs and family's expectations.
Observe the interactions

What parents should do:

•Observe the interactions between child care providers and children to make sure you are comfortable with the group size, group mix and staff supervision.

# Parent Notification / Child Security:

What licensing requires:

- •Center posts a copy of this Guide.
- •Center is open to parents.
- •Written authorization from parent is required for anyone other than the parent to pick up children.
- •All injury, incident & accident reports are signed by director, caregiver involved and parent.

What parents should do:

- •Make unannounced drop-in visits to observe your child's interaction with the care giver and other children.
- •Discuss emergency release policies and parent notification policies with director or staff.
- •Review all injury reports with the director.

# Activity Plan:

What licensing requires:

- •Is based on the age of the children.
- Is posted and followed.
- •Includes outdoor playtime weather permitting.

What parents should do:

•Determine if the activity schedule meets your child's needs: ie, movie, active vs. passive activities.

## Sanitation

What licensing requires:

- •Equipment / toys are cleaned & sanitized at least weekly.
- •Staff and children wash their hands before and after eating or handling food, after toileting or diapering, playing outside, wiping noses or handling animals.
- •Animals are clean, in good health, not dangerous or aggressive.
- •Animals are not allowed in food preparation, storage or dining areas.
- •Animal cages are clean & sanitary.
- •Children do not assist in the cleaning of animals or equipment.
- •Children do not handle reptiles.
- •Housekeeping and maintenance is adequate to maintain a clean and safe environment.
- •The center has adequate cooling, heating and lighting.

What parents should do:

- •Observe that there are paper towels and soap available for care givers and children to wash hands.
- •Discuss your child's allergies with care givers.
- •Observe that the child care center is clean, cheerful, spacious, and well-lighted and free of persistent offensive odors.

## Personnel / Training

What licensing requires:

- •Requires director to be at least 21 years old, no criminal record, (if employed after July 1998) have Bachelor's or Associate degree in Child Development or a related field and have a state or national certification.
- •Requires staff to be at least 18 years old, no criminal record, and have 20 hours per year of training in specific areas of child health and safety. Staff are not required to have state or national certification.

What parents should do:

- •Ask about the center's director and staff qualifications and training to ensure they meet your child's needs and family's expectations.
- •Ask who you should contact should you have concerns when the director is not present.

## **Discipline:**

What licensing requires:

- •Discipline measures are positive in nature and do not include:
- •Use of corporal punishment restraint or confinement.
- •Use of abusive, demeaning or profane language.
- •Forcing or withholding food, rest or toileting.

What parents should do:

• Discuss with the

•Discuss with the provider what forms of discipline is appropriate to use with your child.



# PARENT'S GUIDE

# TO LICENSED CHILD CARE CENTER RULES

This guide summarizes the minimum health and safety standards that are regulated through the Utah Department of Health / Bureau of Licensing and points out areas that parents may investigate and monitor on their own. The Bureau of Licensing conducts annual unannounced inspections of centers and investigates complaints. We encourage parents to discuss any questions or concerns with the center owner or director.

Parents may contact the Bureau of Licensing with complaints, questions or to request a copy of the Utah State Child Care Center Rules at: 1-888-287-3704 or your regional licensing office:

538-9299 (Salt Lake) 444-2950 (Layton) 374-7688 (Provo)

You may also visit our website at http://www.health.state.ut.us.



The Office of Child Care (OCC) publishes a guide for selecting child care entitled, "What is Quality Care for Young Children". You can receive a copy by calling OCC at 801-622-7390 or download a copy from their website, <a href="www.dws.state.ut.us">www.dws.state.ut.us</a>. For help finding child care, call your local Child Care Resource and referral agency.

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